

**Vacancy Announcement #00-320 SW/sp**

**LAW ENFORCEMENT CAREER DEVELOPMENT PROGRAM (LECDP) VACANCY ANNOUNCEMENT**

**POSITION:** Criminal Investigator, GS-1811-13  
(Violent Crime Coordinator)

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Deputy Assistant Director for Field Operations - Central  
Columbus Field Division  
Fort Wayne Field Office  
Fort Wayne, Indiana

**OPENING DATE:** August 10, 2000

**CLOSING DATE:** September 7, 2000

**AREA OF  
CONSIDERATION:** Bureau-wide

**DUTIES:** The incumbent of this position is responsible for the prevention, detection and investigation of violent crime and violent criminal organizations as well as conspiracy type violations of laws administered and enforced by ATF. He/she independently conducts complex criminal investigations. These investigations may involve, but are not limited to such areas as major firearms and narcotics trafficking organizations, bombings, arson rings, traditional and nontraditional organized crime, and other complex criminal conspiracies.

**NOTE:** The tentative selectee (if not currently occupying an ATF testing designated position) will be required to submit to urinalysis to screen for illegal drug use. Appointment to this position is contingent upon receipt of a negative test result.

**ELIGIBILITY REQUIREMENTS:** Any GS-1811-12 employee who has 1 year in grade within 60 days of the closing date of this announcement may apply for consideration. In addition, any GM/GS-1811-13 employee who is eligible for non-competitive reassignment as defined in ATF Order 2335.2E may apply for this vacancy.

**EVALUATION METHODS:** Applicants applying non-competitively are required to submit the same documents as those applying competitively. Submission of an ATF F 2335.2, Voluntary Application for Reassignment/Promotion Consideration, is no longer required and will not be sufficient to receive consideration for the position.

Applicants applying competitively will be evaluated by using standard evaluation criteria, performance appraisal, awards, experience and self-development. Points will be credited as specified in Attachment 1 of this announcement. If 10 or fewer competitive applicants apply, no panel will be convened, and all applicants will be certified to the selecting official as best qualified. In any case, names will be referred to the selecting official in alphabetical order, without scores.

Credit for **self-development** will be assigned based on information provided by the applicant on ATF F 2335.31, Merit Promotion Application (LE). Credit for experience will be given as indicated in the attached chart. Credit for **awards** will be assigned based on information provided by the applicant on ATF F 2335.31

and required award supporting documentation as described in the application procedures. Points for the **performance evaluation** will be given on information provided in one of the following: (1) the most recent performance appraisal rating of record which is not the subject of a discrimination challenge, or (2) the three most recent performance appraisal ratings of record which are not the subject of any discrimination challenges. If you choose to submit your last three appraisals, they will be averaged to arrive at a single score.

The applicant must prepare narrative evaluation criteria. **NARRATIVE EVALUATION CRITERIA MUST NOT EXCEED 3 PAGES IN TOTAL LENGTH. MATERIAL SUBMITTED IN EXCESS OF 3 PAGES WILL NOT BE CONSIDERED IN THE RATING PROCESS.**

The panel may assign a maximum of 8 points for each narrative evaluation criterion listed in Attachment 1. Points awarded will be based on specific examples cited for each required criterion. Examples must give the year of occurrence. Narrative criteria not containing specific details and information will receive a reduced number of points.

### **HOW TO APPLY:**

Applicants must submit all necessary documents to be received at the Personnel Division, Merit Promotion Branch **NO LATER THAN CLOSE OF BUSINESS ON THE CLOSING DATE OF THIS ANNOUNCEMENT**. Applicants who do not submit the required documents, with appropriate signatures, will not receive credit for those portions of the rating process.

Applicants applying under competitive **or** non-competitive procedures must submit the following:

1. Completed and signed copy of ATF 2335.31, Merit Promotion Application.
2. Award supporting documentation (copies of the Department of Treasury Form(s) 64-51.2 or 4009) for awards received within the past two years.
3. Narrative statements written by the applicant addressing criteria 1, 2, 3, 7, 8, 10 and 11 (Attachment 1).
4. You may submit an annual performance appraisal dated within the last year or copies of your last three appraisals. If you choose to submit your last three appraisals, they will be added together and averaged to arrive at a score for that portion of your ranking. If your application does not contain all other supporting documentation, you **MAY NOT** be considered for this position.
5. Applicant Response Form (attached).

### **GENERAL INFORMATION:**

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of the announcement.
3. ATF provides reasonable accommodations to applicants with disabilities. If any applicant needs a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.

### **SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management  
Personnel Division, Room 4170  
ATTN: Merit Promotion Branch  
650 Massachusetts Avenue, NW  
Washington, DC 20226

(202) 927-8610 main number     TDDY users call (202) 927-7964

**CTAP/ICTAP**

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified for the position. To be well qualified, CTAP/ICTAP applicants must meet the mid-level range of the crediting plan for all factors.

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, RELIGION, SEXUAL ORIENTATION, MARITAL STATUS, OR ANY OTHER NONMERIT REASONS.**

## **ATTACHMENT 1**

### **AWARDS:** (5 points maximum) (Awarded one time)

0 to 5 points will be awarded for each Special Act or Service award received within 2 years of the closing date of this announcement. The total points awarded will be determined according to the relevance of the award to the vacancy.

### **SELF-DEVELOPMENT** (5 points maximum) (Awarded one time)

To be credited, degrees and/or courses must have been in a job-related field (e.g. police administration, law enforcement, and business/public administration).

3 points for 1 year (30 semester hours or 45 quarter hours) of job related college level courses taken in addition to a bachelor's degree.

5 points for a master's or doctorate in a related field.

### **PERFORMANCE APPRAISAL** (Awarded one time)

Points for the overall annual performance rating will be given as follows:

- 0 points - Unacceptable Performance
- 0 points - Less Than Fully Successful Performance
- 5 points - Fully Successful Performance
- 10 points - Exceeds Fully Successful Performance
- 15 points - Outstanding Performance

### **NARRATIVE EVALUATION CRITERIA** (56 points maximum) (Per panel member)

1. Knowledge of the investigative techniques and the enforcement responsibilities of the Bureau, including the laws and regulations enforced, jurisdictional responsibilities, enforcement/operating programs, guidelines and policies, and the interrelationship between the various directorates.
2. Ability to analyze complex and sensitive issues, determine the underlying causes and effects of such issues and to make sound recommendations for alternative courses of action.
3. Willingness to work with and ability to successfully enlist the support and cooperation of subordinates, peers, representatives of other law enforcement organizations and appropriate members of the public.
7. Ability to efficiently plan and organize one's own work and /or that of an office or territory while adjusting to changing workloads, resources and priorities.
8. Ability to communicate, both orally and in writing, in an organized, concise and rational manner.
10. Ability to independently perform and initiate work projects and follow up without close supervision and to assume responsibility for the timely reporting to immediate supervisor.
11. Knowledge of conspiracy laws and demonstrated ability to compile and present evidence for complicated and involved criminal prosecutions. Also, ability to coordinate witness in complicated prosecutions.

**APPLICANT RESPONSE FORM**  
**(Complete and return this form with your application)**

Bureau of Alcohol, Tobacco & Firearms (ATF) Vacancy Announcement: **#00-320 SW/SP**

Position Title/Series/Grade: **Criminal Investigator (Violent Crime Coordinator) GS-1811-13,  
Fort Wayne, IN**

Name and Address ***(applicants, please complete)***

The results of your application for consideration for this position are as follows:

\_\_\_ Your name was referred to the selecting official; however you were not selected.

\_\_\_ You met the basic qualifications for the position, but you were not on the best-qualified list.

\_\_\_ You were selected for the position.

\_\_\_ You were found to be ineligible/not qualified as indicated below:

( ) Lack general experience

( ) Lack required time in grade

( ) Lack specialized experience

( ) Lack education requirements

( ) Outside area of consideration

( ) Application received too late  
for consideration

( ) Other: \_\_\_\_\_

\_\_\_ Recruitment under this announcement has been cancelled.

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
Personnel Management Specialist

\_\_\_\_\_  
Date

The application you submitted for Vacancy Announcement **#00-320 SW/SP, Criminal Investigator (Violent Crime Coordinator) GS-1811-13 in Fort Wayne, IN**, has been received in the Bureau of Alcohol, Tobacco & Firearms, Office of Personnel.

**The Personnel Division is unable to release specific information on job status.**

Name and Address ***(applicants, please complete)***